

From: Jamie Woodlief [jamie.woodlief@ncpublicschools.gov]
Sent: Friday, January 14, 2011 1:56 PM
To: More at Four Program Contacts; More at Four Contract Administrators
Cc: OEL Staff
Subject: 2010-2011 MAF Monitoring Process

Please be advised of the 2010-2011 MAF monitoring process. To reduce travel costs, a combination of desktop and site visits will be used for the monitoring review process as defined below. The Contractor Monitoring Tool is now posted on the OEL website: <http://www.ncprek.nc.gov/MoreFour/forms.asp>.

- A sampling of counties will receive an on-site contractor monitoring visit between February 1st and May 15th. Office of Early Learning (OEL) Education Consultants will schedule visits with selected Contractors.
- OEL Consultants will schedule phone and/or virtual monitoring conferences with the remaining contractors for March or April. These conferences will review the *Contractor Monitoring Tool*. Contractors are asked to mail the *Contractor Monitoring Tool* to district OEL Education Consultants by February 28, 2011.
- OEL will send copies of the *Fiscal/Contracts Monitoring Worksheet* with county-specific information to More at Four Contractors in advance of monitoring conferences to facilitate the process. The Contractor will have an opportunity to review the *Worksheet* prior to the monitoring conference, review documents on file and be prepared to discuss needs or questions.
- If issues/questions/concerns emerge that cannot be resolved using the desktop review and monitoring conference, a county monitoring visit may be scheduled.

Please contact your [OEL Education Consultant](#) if you have any questions.

Thank you.